
Entitlement-Advance OHA

Introduction:

This section provides the procedures for paying Advance OHA.

References:

Pay, Personnel, Procedures Manual, HRSIC M1000.2A, Chap. 6 and Encl. 1
Chapter 9 - U.S. Coast Guard Pay Manual (Advance OHA)

Procedure:



Advance OHA entries must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials are incorporated in the applicable steps of this guide.

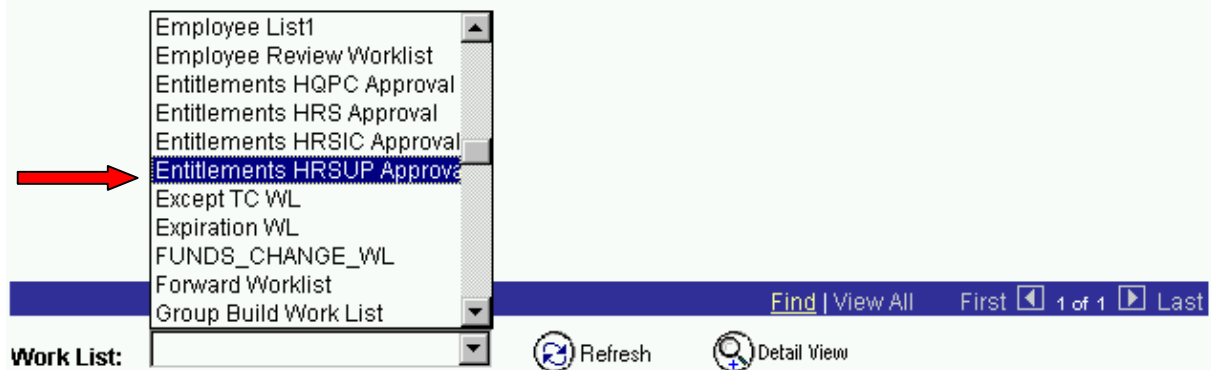


Be alert to how the start date corresponds to polling cut off dates and paydays. For example, if a member is expecting the advance pay in their 15th of the month payday, this transaction must process prior to the mid month compute cutoff date. If the member is expecting the advance pay in their 1st of the month payday, this transaction must process prior to the end month compute cutoff date.

PERSRUs may enter earnings type ADO.

Corrections and Deletions are not allowed. Changes to the repayment scheduled can be made using the Compensate Employees > Maintain Entitlements > Use > Advance Liquidation menu item.

Continued on next page

Start PeopleSoft, [sign-in](#) and follow these steps to pay an Advance OHA.

Step	Action
1	<p><u>Select</u> Menu items in the following order.</p> <p>Home > <u>Compensate Employees</u> > <u>Maintain Entitlements</u> > <u>Use</u> > Employee Entitlements</p> <p>CGHRSUP User - access via their PeopleSoft work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below.</p> <div></div>
2	<p>A search page will appear. <u>Enter</u> the member’s Employee ID number or other search criteria and <u>click</u> the <u>Search</u> button to select the member you wish to display.</p> <div><p>Advanced Technique</p><p>You may select the input mode by checking one of the following boxes located at the bottom of the search screen. <input type="checkbox"/> Include History <input type="checkbox"/> Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.</p><div> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.</div><p>CGHRSUP Users - click the link as shown below in the work list to gain access to the member’s Entitlement Summary Panel.</p><div></div></div>

3

Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.

Entitlements		View All	< 1 2 of 2 >
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C stopped on 2002-06-
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P stopped on 2001-05-

Save Return to Search Update System Include History Connect History

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)






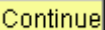




Select View All in the title bar.

CGHRSUP User - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the **Continue** button in the same row and then proceed to Step 7.

Entitlements		View All	< 1-4 of 4 >
*CF1	Aviation Crew & Non-Crew HDIP	Continue	*Aviation Crew Member Hazardous Started 2002-09-01
FDH	Flight Deck Hazardous Duty Pay	Continue	Flight Deck Hazardous Duty Inc Stopped 1995-10-31
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-06-29
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-11-30

Save

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

4	<p>Select the  button located at the bottom right-hand portion of the screen so that all bonus payments will be shown in the next panel. If you are stopping, correcting, or deleting an entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div data-bbox="289 390 1380 793" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> ➤ You may use the  button to start Advance OHA; however, we recommend using the “Include History” mode so all payments will display. ➤ Use the  button to view all payments of Advance OHA. Only new entitlements can be entered in this mode. ➤ Use the  button to update or delete entries. A listing of all payments will be displayed. Advance OHA cannot be deleted or corrected. </div>
5	<p>If an Advance OHA row exists in the Summary Panel...</p> <p>Click the  button adjacent to Entitlement-Advance OHA. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p>If an Advance OHA row doesn’t exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type “ADO” in the look-up box   or use the magnifying glass to search for and select the Entitlement-Advance OHA earning code.</p> <p>Then click the  button adjacent to Entitlement-Advance OHA to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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Employee Entitlement Detail Panel is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


Follow these procedures to bypass the Employee Entitlement Summary Panel.

Select the **Employee Entitlement Detail** Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the  button located at the bottom right-hand portion of the screen so that all bonus entries will be shown.


Select **View All** from the displayed title bar to list all entitlements.

Scroll up to find the “ADO” Earnings Code. If the Entitlement-Advance OHA code isn’t listed (after clicking **View All**), click the  button from any entitlement as shown below.



The following screen appears below the previous entitlement...





Type “ADO” in the Earnings Code field or use the magnifying glass  to search and select the Entitlement-Advance OHA Code.

Continued on next page




Starting Advance OHA (See Steps 8-10 for other options)

Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to select the desired date. You can also Click & Drag over the date field to select the date then Type the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Leave Blank. Field will automatically update with same date as start date.
Stop Time	Pre-filled
Earnings Type	Type in the code if known or use the  to search and select from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (CGHRSUP Users - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.

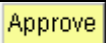
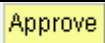


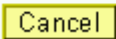
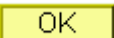


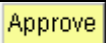
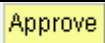


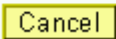
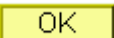


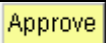
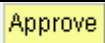


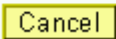
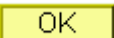


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**Step
7
(Con
t'd)**

Field	Action																
Detail	<p><u>Click</u> the Detail button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Supporting Data</p> <p>1080807 ADO 10/24/2002 ADVOHA</p> <p>Total Advance: <input type="text" value="0.00"/></p> <p>Number Of Installments: <input type="text" value="0"/></p> <p>Installment Amount: 0.00</p> <p>Date Repayment will Begin: <input type="text"/> </p> <p>Date Repayment will End: <input type="text"/> </p> <p>Rotation Date: <input type="text"/> </p> <p>Unit Location Code: <input type="text"/></p> <p>OK Cancel</p> </div> <table border="1"> <thead> <tr> <th>Field</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Total Advance</td> <td><u>Enter</u> the total amount of Advance OHA the member is requesting.</td> </tr> <tr> <td>Number of Installments</td> <td><u>Enter</u> the amount of months the member elects to repay the Advance OHA.</td> </tr> <tr> <td>Installment Amount</td> <td>PeopleSoft will automatically complete this field when the information is provided.</td> </tr> <tr> <td>Date Repayment will begin</td> <td><u>Enter</u> the first day of the next processing month. Normally the 1st day of the month following the month in which the advance was paid.</td> </tr> <tr> <td>Date Repayment will end</td> <td><u>Enter</u> the last day of month.</td> </tr> <tr> <td>Rotation Date</td> <td><u>Enter</u> the member's rotation date from current unit.</td> </tr> <tr> <td>Unit Location Code</td> <td><u>Enter</u> unit location District number (i.e. 14, 17)</td> </tr> </tbody> </table> <p><u>Click</u> the OK button when finished.</p>	Field	Action	Total Advance	<u>Enter</u> the total amount of Advance OHA the member is requesting.	Number of Installments	<u>Enter</u> the amount of months the member elects to repay the Advance OHA.	Installment Amount	PeopleSoft will automatically complete this field when the information is provided.	Date Repayment will begin	<u>Enter</u> the first day of the next processing month. Normally the 1 st day of the month following the month in which the advance was paid.	Date Repayment will end	<u>Enter</u> the last day of month.	Rotation Date	<u>Enter</u> the member's rotation date from current unit.	Unit Location Code	<u>Enter</u> unit location District number (i.e. 14, 17)
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Step 7 (Cont'd)

	<table border="1"><tr><td data-bbox="284 247 505 338"></td><td data-bbox="505 247 1508 338"><p><u>Click</u> the  button and the following screen appears.</p></td></tr><tr><td data-bbox="284 338 505 688"></td><td data-bbox="505 338 1508 688"><div data-bbox="516 373 1446 688"><p>Supporting Data</p><p>1080807 ADO 10/24/2002 ADVOHA</p><p>Approval Status: Pending Originator ID: DCONWAY</p><p>Role Name: <input type="text" value="CGHRSUP"/> Approver EmplID: <input type="text"/> </p><p> </p></div></td></tr><tr><td data-bbox="284 688 505 1871"></td><td data-bbox="505 688 1508 1871"><p><u>CGHRS (Clerk) Action</u></p><p>Complete the following steps to route the entitlement for approval:</p><p><u>Leave</u> the Approval Action field set to “Approve”.</p><p><u>Type</u> the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.</p><p><u>Click</u> the  button to return to the Entitlements panel.</p><p><u>CGHRSUP Users</u></p><p>Take the following steps to approve, deny, or recycle the entitlement.</p><p><u>Leave</u> the Approval Action field set to “Approve” or <u>Click</u> the drop down arrow to change the approval action.</p><p><u>Choose</u> “Deny” if the entitlement is either inaccurate or improper.</p><p>Important! Please delete the row after selecting this option by clicking the  button in the Entitlements panel.</p><p><u>Choose</u> “Recycle” if kicking back the entitlement for further revision.</p><p>Important! Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system.</p><p>Disregard the Supervisor ID field.</p><p><u>Click</u> the  button to return to the Entitlements panel.</p></td></tr></table>		<p><u>Click</u> the  button and the following screen appears.</p>		<div data-bbox="516 373 1446 688"><p>Supporting Data</p><p>1080807 ADO 10/24/2002 ADVOHA</p><p>Approval Status: Pending Originator ID: DCONWAY</p><p>Role Name: <input type="text" value="CGHRSUP"/> Approver EmplID: <input type="text"/> </p><p> </p></div>		<p><u>CGHRS (Clerk) Action</u></p> <p>Complete the following steps to route the entitlement for approval:</p> <p><u>Leave</u> the Approval Action field set to “Approve”.</p> <p><u>Type</u> the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.</p> <p><u>Click</u> the  button to return to the Entitlements panel.</p> <p><u>CGHRSUP Users</u></p> <p>Take the following steps to approve, deny, or recycle the entitlement.</p> <p><u>Leave</u> the Approval Action field set to “Approve” or <u>Click</u> the drop down arrow to change the approval action.</p> <p><u>Choose</u> “Deny” if the entitlement is either inaccurate or improper.</p> <p>Important! Please delete the row after selecting this option by clicking the  button in the Entitlements panel.</p> <p><u>Choose</u> “Recycle” if kicking back the entitlement for further revision.</p> <p>Important! Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system.</p> <p>Disregard the Supervisor ID field.</p> <p><u>Click</u> the  button to return to the Entitlements panel.</p>
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Step 7 (Cont'd)

	Field	Action
	Earnings Process Type	Not Required. Disregard this field.
		<p>Click this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user.</p> <p> Approving Officials: <u>You must click the approve button or make a change to the entitlement before saving; otherwise, the approval action will not be effected.</u> Once saved, the item will disappear from your work list.</p>
